



New Jersey Department of Children and Families Policy Manual

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Subchapter:	1	Case Management	
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Purpose

The purpose of this issuance is to establish policy and procedures for the division of responsibilities between intake and permanency workers upon receipt of new allegations of abuse or neglect involving families with open permanency cases.

Policy

A) When New CPS Allegations are Received on an Open Case

When new allegations of child abuse or neglect in a family already opened for services are received, an intake worker shall be assigned to investigate the new allegation(s). The previously assigned Permanency Worker shall continue to be responsible for all non-investigative duties, including conducting Family Team Meetings, visits with and between the parent(s) and child(ren), and coordination of medical care.

The LOM may make an exception to assignment responsibilities in unusual or extraordinary circumstances when doing so is in the best interest of the child or children served.

B) MVRs and Visitation Obligations

The permanency worker, once assigned, has the ultimate responsibility for the case, and is responsible for meeting MVR and visitation obligations, except that visits by other case carrying staff may be considered as part of the MVR and visitation obligations.

C) Provision of Information to Intake

Permanency Workers shall make available to the intake worker all vital information on a family, including, but not limited to, the case goal, the case plan, the provision of services, the status of relatives and other supports, and the results of Family Team Meetings.

D) Dodd or CPS crisis while at the home

If, while performing an MVR or providing a direct service on an open case, the Permanency Worker finds the need for an emergency removal (Dodd), or a child protective service allegation is apparent, the Permanency Worker, upon consulting his or her Supervisor, shall handle the case promptly, on sight, as necessary, to assure the child is safe. Any necessary investigation shall be assigned to an intake worker.

Procedures

A) Communication Between Intake and Permanency

Upon receipt of a new allegation in a family already opened for services and assigned a permanency worker, the Permanency Worker and his or her Supervisor is advised of the new allegation by electronic receipt of a copy of the Screening Summary, DCF Form 1-1. NJS makes the primary assignment to the Permanency Worker, and a secondary assignment to the Intake Worker.

Upon receipt of the new CPS report, the assigned Child Protective Investigator and Supervisor contact the Permanency Worker and his or her Supervisor to confirm receipt of a new report.

If the child needs out-of-home placement, the Permanency Worker takes the lead in effecting the placement, while the Investigator proceeds with the investigation.

Permanency Workers assigned to a case and their supervisors shall attend and participate in both the pre-investigative and post-investigative case conferencing.

B) Dispute Resolution

Any disagreements between staff are brought to the attention of the Casework Supervisor or the Local Office Manager for resolution.